



American Consulate General, Chennai

November 13, 2009

Vacancy Announcement

American Consulate General, Chennai, is seeking an individual for the position of Secretary in Public Affairs section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed forms will be considered. (Refer to application procedure below)

Only those applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-2009-19

OPEN TO:	All Interested Candidates
POSITION:	Secretary
NUMBER OF POSITIONS:	One (MLA702003)
OPENING DATE:	November 13, 2009
CLOSING DATE:	November 27, 2009
WORK HOURS:	Full-time; 40 hours/week
SALARY:	<u>EFM/NOR</u> : Grade: FP-08* <u>Ordinarily Resident</u> : Grade: FSN-6*

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.

BASIC FUNCTION OF POSITION

Serves as Assistant to the Public Diplomacy officer (CAO) and Information Officer (IO), executing duties with minimal supervision.

Performs comprehensive administrative support for the CAO and IO as well as all administrative support for the Media section.

Handles the CAO and IO's calendar, organizes their travel and prepares travel/representational claim documents. Directs inquiries and mail. Contacts, schedules and receives visitors to the CAO and IO office.

Supports Media Section and prepares necessary reports. Serves as section timekeeper. Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

A university degree is required. Secretarial diploma is also essential.

Four to Six years of responsible secretarial or closely related experience with top level executive in a large business or government office.

Fluency in written and spoken English (Level IV) is required. A good knowledge of one of the regional Indian languages (Level III) is required.

Familiarity with office routine; working knowledge of Microsoft Office applications (Word, Excel, Publisher, Access), image enhancement software and tools, and web-based databases is essential.

Ability to interact with others from all levels of society on a daily basis, in setting up appointments and making calls related to representational invitations; ability to sort out workload priorities and meet deadlines.

Typing at 60 w.p.m. and shorthand at 100 words per minute are required.

Strong organizational, interpersonal and communication skills are necessary.

SELECTION PROCESS

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website
http://chennai.usconsulate.gov/job_opportunities.html

Click on "Application for Employment" hyperlink.

2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Juliana K Ballard
Management Office
220 Anna Salai
Chennai 600 006

or

FAX: 2857 4455/ 2811 2020

or

E-mail: chennai-vacancies@state.gov

(Please insert “**CHE-PSAP-2009-19**” (Vacancy Announcement Number) in the subject line of the e-mail. Applications without the announcement number or with incorrect announcement number will not be considered).

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2857-4000

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business November 27, 2009.

An Equal Opportunity Employer

Approved: A/M: Gregory J. Campbell
Cleared: PAS: Ragini Gupta
Drafted: M/HR: Vijaya Mahesh